

18 OCT 1983

OTE 83-5107

MEMORANDUM FOR: Deputy Director of Personnel for Special Programs

FROM:

Director of Training and Education

SUBJECT: Videotape Production

REFERENCE: Your Memorandum dated 30 Sep 83; Same Subject

The Media Production Branch of the Office of Training and Education is pleased to provide its services to such a worthwhile endeavor and looks forward to the production of a quality product.

a Media Production Specialist, of this staff has been assigned to this project and will be in contact with

Distribution:

Orig - Addressee

✓ - DTE Chrono

1 - AD

1 - Reg

1 - MPB

OTE/MPB 17 Oct 83

Date

ROUTING AND TRANSMITTAL SLIP

4 October 1983

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1.	EXO	<i>ab</i>	10/4
2.	DD/OTE	<i>[Signature]</i>	
3.	D/OTE	<i>[Signature]</i>	
4.	C/AD	<i>[Signature]</i>	
5.	C/MPB/OTE	<i>[Signature]</i>	10/7

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

To 5:

For preparation of written
response for D/OTE signature
by 18 October 1983.

*1-5 can do. Will fill in somewhere
after current OTE requests.*

STAT



DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

O-D/OTE

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

☆ GPO : 1981 O - 361-529 (148)

ADMINISTRATIVE — INTERNAL USE ONLY

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Video Tape Production

OTE REGISTRY

FROM

EXTENSION

NO.

83.9204

DATE

30 SEP 1983

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Director of Training
and Education
1026 Chamber of Commerce

2.

3.

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12.

13.

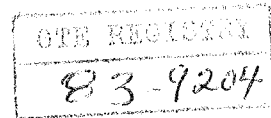
14.

15.

FORM
1-79610 USE PREVIOUS
EDITIONS

ADMINISTRATIVE — INTERNAL USE ONLY

STAT
STAT



30 September 1983

MEMORANDUM FOR: Director of Training and Education

FROM:



Deputy Director of Personnel
for Special Programs

SUBJECT: Video Tape Production

The Benefits and Services Division/Family and Employee Liaison Office (FELO) would appreciate the assistance of the OTE/Media Productions staff in developing a 15-20 minute video tape depicting FELO and its many services. It is their intent to use the tape to augment their present briefing appearances in numerous training courses. In addition, with DDO concurrence, it is FELO's intent to route the tape through our many overseas locations so that overseas personnel might learn of the office and its many services. Coordinator, FELO, has already discussed the feasibility of producing such a tape with C/OTE/MPB and was advised that the production could be handled in his present scheduling.

cc C/BSO
C/OTE/MPB



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SEC. CL.		ORIGIN		CONTROL NO.	
				83-9204	
DATE OF DOC	DATE REC'D	DATE OUT	SUSPENSE DATE	CROSS REFERENCE OR POINT OF FILING	
30SEP83	4OCT83				
TO	DTE			ROUTING	DATE SENT
FROM	DD/OP/SP			EXO	10/4
SUBJ.	VIDEO TAPE PRODUCTION			DDTE	
<i>For direct response if MPB can handle. For written response if negative. For preparation of written response for D/OTE signature.</i>				DTE	
				C/AD	10/5
				C/MPB	
COURIER NO.	ANSWERED	NO REPLY			
				1	

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